

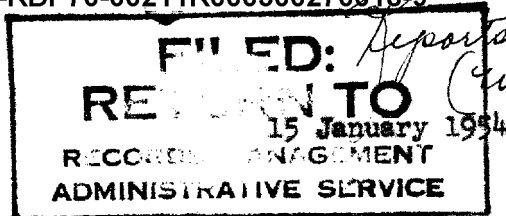
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Chief, General Services Office

Chief, Records Services Division

Report for week ending 15 January 1954



1. There are attached reports for the week ending 15 January, showing the progress in the following areas of the Records Services Division.

- a. Reports and Correspondence
- b. Records Disposition
- c. Forms Management
- d. Records Systems
- e. Records Center
- f. Machine Records

2. The following items are of particular significance:

a. The staff study on the Writers' Guide has been completed for submission to the Acting DD/A.

b. A tentative reporting form has been prepared for measuring the progress of work completed by each Area Records Officer.

c. The first draft of a Disposition Handbook has been prepared and is being reviewed by the Records Management Staff.

d. Copies of the Forms Management Handbook issued by Air Forces has been distributed to all Area Records Officers.

ee. Considerable interest has been indicated by Area Records Officers on the security desk trays. Initial indications are that there is a possibility of substantial saving by the use of these trays.

f. Arrangements have been completed with the Logistics Office to microfilm new contracts, thereby, providing a more complete schedule for the deposit of material at the Repository.

g. Discussions were held during the week with Area Records Officers in OSI and Logistics relative to the progress of the Records Management Program in their respective areas. Separate reports will be submitted in each of these instances at a later date.

h. Considerable difficulty was experienced during the past week with the electrical requirements for Machine Records Branch. As a result there will be some delay in the completion of the withholding tax statement, form W-2. It is expected, however, that they will be distributed during the coming week.

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1. The Chief, Payroll and Travel Branch, Finance Division
has submitted a letter of commendation for the efforts of Messrs.

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[redacted] After you have seen
this letter a copy should be submitted for inclusion in the respective
personnel folders for these employees. [redacted] received during the
past week a certificate for meritorious service in connection with his
work at the Air Forces prior to his transfer to this Agency.

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Report for week ending 13 January 1954 from MACHINE RECORDS BRANCH

Administrative:

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Due to the number of resignations in the past two months and the lack of replacements, a reassignment program will have to be put into effect in Machine Records Branch to relieve personnel shortages in certain sections.

Power failures caused a two hours delay in work schedules on 13 January. A defective switch on the transformer that services the heavy lines to Machine Records Branch was the cause of the failure. An adjustment on the switch, to be done by Pepeco, will remedy this condition. This repair will be done as soon as possible at a time when it will not interfere with our work schedules.

Lack of heat in Wing B in the mornings has been reported and the situation has been checked by PRA engineers. They have indicated that they will try to remedy this condition.

Operational:

Fiscal - Due to differences in control totals of employees yearly earnings and deductions, W-2's have not been written. At this time, the majority of the differences have been reconciled and the writing of W-2's should be completed by 20 January 1954. To prevent a recurrence of this, the balancing operation will be done on a pay period basis instead of quarterly.

Special Projects - The schedule for the processing of information for Position Control listings is being adhered to, and the listing should be furnished to Personnel Office the date as previously suggested of 20 January 1954.

Personnel Section - 1. The Personnel Section has completed a project of some magnitude in which a complete status file has been arranged for use by the insurance actuaries. In order to accomplish this particular project, it was necessary to reproduce into the plain (back) side of IBM cards pertinent information of use to the actuaries. In addition to the regular information available in the status cards, the world, country, and city code arranged by the Personnel Section, MRB, for the Personnel Office was employed. It is now possible to accomplish various listings and tabulated statistics in such a manner

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that Agency staff employees can be arranged to suit the particular needs of the actuaries.

2. The Personnel Section is in receipt of the first of the code sheets for Agency personnel in the SA category. The necessary groundwork has been completed in which the actual handling of forms and cards has been settled, and the manner in which changes affecting this particular file will be used.
3. Preliminary concurrence has been reached with Planning, Research, and Development Staff, Personnel Office, to include as a regular portion of the monthly recurring security reports, a consolidated report which can better be utilized in lieu of three separate reports now disseminated. This project has met with great enthusiasm by the responsible officials in PRDS, for it emphasizes a clear cut picture of security in process "gains" and/or "losses" for each current month.

Unvouchered Payroll Section - See attached commendation.

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Chief, Machine Records Branch

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Report for the week ending 14 January 1954 from the RECORDS SYSTEMS BRANCH

Following a series of discussions, [] FI has agreed to the use of standard folders for their 201 files in lieu of third cut folders. [] reported some difficulty in getting the standard items from the "L" Building supply office. We have discussed this matter with [] the Building Supply Officer, and [] and I believe that there will be no further trouble. [] unsolicited comment was that the standardization of folders was a very good thing for them. Previously, they have had to stock as many as 35 different types of folders.

25X1 [redacted] of OSI has informed us that she has been assigned the duties of Area Records Officer for that office but that it will be on a part-time basis. On 13 January, she visited the Records Services Division and discussed the various phases of the program with each Branch chief. In response to an inquiry regarding the acceptance of standard folders in OSI, [redacted] states that there has been no problem so far. The Building Supply Office has simply been issuing standard items and no one to date has requested a special purchase.

The security desk trays appear to have aroused considerable interest throughout the Agency, and it is believed that an order for quite a few will be necessary when replies from all offices are in. [redacted] 25X1
of Contacts Division, Office of Operations, has requested additional supplies of the brochure for distribution to field offices where he feels there is an application. [redacted] 25X1
[redacted] has also asked for additional supplies of the brochure for distribution in the DD/P area and also possibly in the field.

The quarterly microfilming of Vital Materials in the Personnel Office was completed on Monday, 11 January.

25X1 [redacted] A meeting was held with [redacted] of GCI and [redacted] to establish more definite instructions for the depositing, filing, and destruction (when necessary) of GCI Vital Materials. 25X1

Arrangements have been completed with the Logistics Office for the microfilming of all new contracts, and additions to previously filmed contracts. Filming will start on Monday, 18 January. This will be the last filming of contracts as the Logistics Office started depositing copies of contracts on 4 January of this year.

The Map Library Division, ORR, requested approval for the use of fifth cut folders in setting up a new and "unusual" file. A discussion between personnel of both offices regarding the file led to an agreement that the standard folders and guides could and would be used. A "dummy" file incorporating some of the actual record material was set up and explained to personnel of the Map Library Division.

25X1 [redacted] expressed his appreciation for the cooperation received from this office and the manner in which the survey was conducted.

During the report period (7 Jan.-13 Jan.), the Mail Control Section received fourteen (14) phone calls from Machine Records and Finance Division requesting "special" courier service. Those requested were handled as follows:

- 3 - Handled as specials; no delay in effecting pick-up and delivery.
- 6 - Because of lack of vehicles and/or couriers, it was necessary to incorporate these on other scheduled runs.
- 5 - Were delayed until such time as a special courier and/or vehicle were available.

A vehicle was not available to handle six (6) of these fourteen (14) calls, which made it necessary to incorporate them on other runs.

There was an average delay of 36 minutes in the delivery of these specials.

25X1 [redacted]
Chief, Records Systems Branch

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Report for week ending 14 January 1954 from
FORMS MANAGEMENT BRANCH

25X1 [] Action on the following projects has been suspended pending contemplated detailed discussion between [] 25X1
25X1 [] basic plan for forms management; elimination of duplicate functional files maintained by OMM; publication of a proposed memo FM-1; production of a revised set of Vu-Graph Slides depicting the Agency Forms Management Program; and revision of the Forms Numbering System.

25X1 [] is being reviewed and edited by Regulations Control Staff as of 13 January 1954.

Copies of the DAF Management Summary Sheet and the OOMMA Management Bulletin both dealing with installation, application and results of Forms Management Programs of the Air Force are being printed. Informational copies will be distributed to all Area Records Officers.

The Forms Management Program was discussed with [] 25X1
ARO, OSI. She was also furnished copies of applicable handouts pertaining to the program.

Distribution of AFM9-1, Forms Management, to all Area Records Officers was completed 8 January 1954.

25X1 Further discussions of the proposed FI Information Report Form were held with [] Formal concurrence of IAS, Security Office is being obtained relative to certain distribution information appearing on the form.

Form No. 30-11 - Request for Approval of Form has been studied and a revision is being developed to obtain more data on specifications, records disposition, etc. Coordination with interested Records Services Division Branch Chiefs will be effected.

25X1 [] continued on jury duty.

The Department of the Air Force Decoration for Meritorious Civilian Service was awarded to [] in ceremonies at the 25X1
Pentagon, 12 January 1954.

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Current requests for approval of new, revised and reprinted forms:

	No. of Requests	No. of Copies
New	5	1,500
Revision	8	61,500
Reprints	8	42,000
	<u>21</u>	<u>105,000</u>

Forms obsoleted - 1

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Chief, Forms Management Branch

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Report for the week ending 14 January 1954 from the RECORDS DISPOSITION BRANCH

Medical Office

The installation of the developed filing system has been completed at two locations in this office. Training at these areas is in progress. Retirement activities continue.

General Counsel

Files planning phase of this project is the continued concern of the assigned analyst.

Disposition Plans

A proposed disposition handbook will be distributed today to all Branch chiefs for comment and suggestions for improvement.

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Chief, Records Disposition Branch

Report for week ending 13 January 1954 from
REPORTS AND CORRESPONDENCE MANAGEMENT BRANCH

1. Writers' Guide

a. Developed the following sections:

"Evaluating Writing"
"Short Cuts"
"Let's Do Some Measuring"
"Let's Avoid High-hatting"
"Staff Studies Should be Scrutinized"

Further work on these sections (and others developed previously) will depend upon our obtaining samples of Agency writings.

25X1 b. Put into final form the staff study, "Improving the Writing Ability of Agency Personnel Through Published Guides." Submitted the paper to

2. Program Promotion

a. Submitted a copy of the Office of the Comptroller Reports Management Program Guide to Reproduction. Receipt of printed copies is expected 21 January. We propose to provide each Area Records Officer with two copies.

b. Developed a single-sheet informational flier, "Your Correspondence Management Program--A Preview to Its Aims and Procedures." Before Offices can analyze their correspondence they must collect samples of their writings over a normal period of operation (preferably 60 days). This flier explains the need for this sampling process, what to look for in analyzing correspondence, and what we can achieve from the survey. The flier is not regulatory in nature. It will, however, alert our people to the time element of correspondence surveys. It will also serve as our calling card and provide a basis for discussing the program. We recommend that the flier be distributed with the copies of the reports management guide.

25X1 3. Program Status Report from Area Records Officers - Completed and submitted to the proposed questionnaire, and the memorandum for its submission to Area Records Officers. We recommend that this questionnaire be forwarded after release of the material described in paragraph 2 above.

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Chief, Reports and Correspondence
Management Branch

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Report of the RECORDS CENTER BRANCH for the week ending 13 January 1954

Bracing of all nine feet three inches steel shelving has now been completed.

A method of upgrading NIS documents presently classified "Restricted" has been approved by the GSO Classification Control Officer. The documents will be stamped once on the front cover with the new "Confidential" classification. In the case of materials being issued to foreign governments the authority cited is "Chairman, NIS Committee." Documents issued internally and to IAC agencies are to bear the Chairmans' name.

Steps are being taken to work out with [redacted] a method for circulating the inventory or supplemental distribution materials among area records officers.

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GENERAL SERVICES
OFFICE OF THE CHIEF

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Microfilm and Mail Room Activity Report
for Week Ending 14 January 1954

	<u>This Week</u>	<u>Average Week Last Fiscal Year</u>
1. Microfilming		
Images Filmed - Rotary Camera	0	18,697
Flat-bed Camera	10,267	9,785
2. Mail Activities		
a. Post Office Mail		
Incoming	5,476	5,064
Outgoing	6,305	6,537
b. Postage expended	\$ 899.99	\$ 800.12
c. Scheduled courier trips	299	240
d. Special Courier trips	56	55.3
e. Inter-Agency mail by courier		
Incoming	951	956
Outgoing	1,085	1,313
f. Personnel actions:		
Recruitments	1	-
Separations	0	-
g. Use of Motor Pool Vehicles:		
Available	0	-
Available but delayed	0	-
Not available	7	-